



Night Auditor

Contact: CRESCENT HOTELS AND RESORTS

Email: crescent_hotels_and_resorts@countyjobs.careers

https://ca-riverside.countybuyselltrade.com/jobs/night-auditor_riverside_55417

Address:

Riverside

Price:

Check with seller

DetailsApplyJOB OVERVIEW: Balance room, restaurant and bar work daily. Post and balance charges and settlements in a timely and efficient manner. Maintain files and reset the systems for next day operations.REPORTS TO: Night Audit SupervisorESSENTIAL JOB FUNCTIONS:1. Prepare daily Restaurant Revenue Report data by auditing Point of Service tapes/journals to breakdown revenue, covers, waiters' fees, tips paid out and settlements by type and cashier.2. Run audit reports/journals from the front office system, Point of Service and the computer.3. Make corrections and adjustments and handle all computer problems that might occur throughout the shift.4. Input into the front office system revenue/expenses/allowances to generate the daily reports such as the Guest Ledger Summary and the Daily Restaurant Summary.5. Balance all revenue and settlement accounts nightly, maintain files and reset the system for next day operations.6. Comply with attendance rules and be available to work on a regular basis.7. Perform any other job related duties as assigned.REQUIRED SKILLS AND ABILITIES:Must have the ability to communicate in English. Self-starting personality with an even disposition. Maintain a professional appearance and manner at all times. Can communicate well with guests. Must be willing to "pitch-in" and help co-workers with their job duties and be a team player. Basic mathematical skills and ability to make accurate mathematical calculations using a 10-key. Ability to effectively deal with guest and employee concerns in a friendly and positive manner. Ability to access and accurately input information using a moderately complex computer system. PERFORMANCE STANDARDS Customer Satisfaction: Our customers are what we are about. One of the keys to a positive guest experience is positive interaction with Crescent staff. It is essential that you remain professional at all times, and that you treat all guests and associates with courtesy and respect, under all circumstances. Every Crescent associate is a guest relations ambassador, every working minute of every day. Work Habits: In order to maintain a positive guest and associate experience, your work habits should always meet and strive to exceed hotel standards for work procedures, dress, grooming, punctuality and attendance. You should be adaptable to change in your work area and in hotel procedures with a willingness to learn new skills and/or improve existing ones, have the ability to solve routine problems that occur on the job and ask for help whenever you are not sure how to do something.Safety & Security: The safety and security of our guests and

associates is of utmost importance to Crescent. Every Crescent associate should adhere to the hotel security policies and procedures, particularly regarding key control, lifting heavy objects, using tools, and emergency reporting. Safety hazards and security concerns should be reported immediately. This document excludes non-essential and confidential



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